



Hillsboro Community Civic Club  
Jefferson County Fairgrounds  
P.O. Box 148  
Hillsboro, MO 63050  
[HCCCVendors@gmail.com](mailto:HCCCVendors@gmail.com)  
636.789.2600

February 2, 2026

To all interested vendors:

Thank you for your enthusiasm in joining our Hillsboro Community Civic Club (HCCC) events at the Jefferson County Fairgrounds. The HCCC is a volunteer-driven nonprofit committed to civic, charitable, and educational efforts. We host Fairgrounds occasions that are meant to be both affordable and enjoyable for everyone.

We're pleased to announce our lineup of 2026 events and look forward to partnering with a diverse group of vendors. This is a great chance for you to showcase your products or services to a varied audience and connect with new customers.

#### **2026 Jefferson County Fairgrounds Events Schedule**

- Jefferson County Rodeo – June 12–13, 2026
- July 4th Celebration – July 4, 2026
- Jefferson County Fair – July 23–26, 2026
- Truck and Tractor Pull – August 22, 2026
- Hillsboro Horse Show and Fall Festival – October 10, 2026
- WWII Weekend/Living History – October 17-18, 2026 (*food vendors only*)

*Please ensure that you review all vendor guidelines in the attached document prior to completing your application and submitting it by the designated deadline (submission dates vary by event).*

For vendor inquiries, please reach out to the Vendor Committee by emailing [HCCCVendors@gmail.com](mailto:HCCCVendors@gmail.com), or contact Nicole at 314.443.4030 or Tammy at 636.789.2600.

We appreciate your consideration and hope you'll join us to make these events even better.

**Remember..... get your application in soon – spaces are limited. We can't wait to see you in 2026!**

Thanks,

**Nicole Spruell**  
HCCC Vendor Committee Chair & Board Member  
[HCCCVendors@gmail.com](mailto:HCCCVendors@gmail.com)  
314.443.4030

**Tammy Valencia**  
HCCC Vendor Committee Co-Chair  
[assistant@jeffersoncountyfair.net](mailto:assistant@jeffersoncountyfair.net)  
636.789.2600

# Jefferson County Fairgrounds 2026 Vendor Guidelines

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## Vendor Selection

- HCCC Vendor Committee will review all applications before approval
- Submitting an application does not guarantee approval or a vendor space
- **Space is limited. Vendors will be selected based on available space and the needs of the event**
- **Any forms that are incomplete, or do not have the required paperwork and photos, will not be processed**
- **Each vendor will be contacted via email to inform them if they have or have not been selected within a week of application review (each event has a different date – all indicated in this document) – if not contacted, please reach out to Tammy at 636.789.2600**
- **Your payment will be refunded in full if you are not selected**
- **HCCC reserves the right to reject any application without explanation, and/or cancel a contract with any exhibitor any time prior to or during the event**
- Preference is given to vendors with products or services that enhance the overall event experience
- Vendors who submit applications after deadlines will be added to the waiting list

## Payment Information

- **Separate checks for each event required**
- **Separate checks for deposit required**
- All vendors must submit payment three weeks **BEFORE** the event – we will not hold checks for vendor fees – **NO EXCEPTIONS – Non-Sufficient Funds (NSF) checks will disqualify your application and vendor will be deemed ineligible to apply for, or participate in, any event for the remainder of the year**
- **CHECK ONLY** for vendor fee and deposit
- All vendors are required to submit a \$100 deposit (\$50 for July 4<sup>th</sup> event) – **NO CASH** – to be returned the week following the event if vendors comply with all vendor guidelines:
  - Stay open until listed time for each event and stay for the duration of the event
  - Booth area is clean and picked up
  - The deposit will not be returned for vendors who are no shows or who do not follow all guidelines
- **If additional space is needed..... (using Fair space for this example): Your equipment is 23' long - One 10'X10' booth space: \$400 – each additional space: \$200 each – For example: if you need to purchase three spaces for a cost of \$400+ \$200 + \$200 = \$800 – NO EXCEPTIONS!**
- If a vendor needs to cancel, and they submit that cancelation at least 30 days before the event, you will be refunded your complete fee and deposit – **OTHERWISE FEES ARE NOT REFUNDABLE**
- **ALL vendors are required to submit at least two photos of your booth set up with your application – vendors who do not submit pictures WILL NOT be considered**
- **ALL SPACES MUST BE PAID FOR IN FULL THREE WEEKS PRIOR TO EVENT – NO EXCEPTIONS!** If payment is not made by this time, vendor will forfeit their spaces
- Checks for vendor fees will be held until application deadline for each event – checks will not be held after deadline!



# Jefferson County Fairgrounds

## 2026 Vendor Guidelines

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### Check In/Set-Up/Location/Departure

- Vendor/Exhibitor location will be assigned by the HCCC Vendor Committee - We will do our best to assure that all vendors have a great space, but **specific locations can't be guaranteed**
- See hours of operation and set up times for your particular event - **personal vehicles must be removed two hours before gates are open to the public – safety is our first priority – NO EXCEPTIONS!**
- **NO VEHICLES CAN ENTER OR EXIT THE GROUNDS DURING THE EVENT, WHILE OPEN TO PUBLIC, TO UNLOAD SUPPLIES OR PACK UP – VENDOR GATE WILL BE LOCKED DURING OPERATION HOURS - NO EXCEPTIONS! VIOLATING THIS GUIDELINE WILL FORFEIT YOUR DEPOSIT!**
- Prior to entering the grounds all vendors/exhibitors **MUST first check in** - park your vehicle outside the gates and enter through north vendor walk-in gate to the Vendor Office in the Community Building (follow signs)
- Electric hook-up 110 volts (only two 110 outlets per vendor) and **bring own cords** – we have a very limited amount of 220 hook ups – it requires 50 amp RV plugs
- **NO GENERATORS ALLOWED UNLESS PREAPPROVED!**
- **ALL VENDOR ITEMS MUST BE SECURE WITHIN YOUR ASSIGNED VENDOR AREA**
- **ALL CANOPIES AND TENTS MUST BE SECURED/STAKED DOWN!!!**
- All concessions must stay open one hour before gate closes
- **All vendor vehicles and equipment must be removed by noon the following day after event – all equipment left after this time will be disposed of accordingly unless prior arrangements have been made.**

### Vendor Passes

- Two one-day passes for each day of the event will be provided with your approved application for each event
  - 4 total for Rodeo – 2 for Friday, 2 for Saturday
  - *No passes needed for July 4<sup>th</sup> event*
  - 8 total for Fair – 2 for Thursday, 2 for Friday, 2 for Saturday and 2 for Sunday
  - 2 total for Truck and Tractor Pulls
  - 2 total for Horse Show/Festival
  - No passes needed for WWII Weekend event
- Your passes will be issued to you at check-in
- Additional vendor passes will not be available for purchase – Anyone that is working your booth must either have a vendor pass at the time of entering the grounds or pay full admission
- Vendor passes DO NOT include VIP Parking Passes
- **IT IS YOUR RESPONSIBILITY TO ASSURE THAT ALL WORKERS HAVE THEIR VENDOR PASSES PRIOR TO ENTERING THE GROUNDS** – gate attendants cannot hold passes for you, nor locate you on the grounds



# Jefferson County Fairgrounds

## 2026 Vendor Guidelines

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### General Information

- **All food vendors must have a license from the Jefferson County Health Department (636.789.3372)**
- **Vendors selling merchandise must obtain a Jefferson County Peddler's or Merchant's License (636.797.5406)**
- **Vendors require liability insurance when applicable**
- **All items must be sold within your assigned vendor space** – you may not interfere with neighboring booth/spaces visibility or infringe on their area or approach event goers at entrance gates – **ALL equipment must fit into the space requested** – including doors, ramps, hitches, etc.
- Vendor/Exhibitor must have booth/space manned during all event hours and must be kept clean and orderly for a professional presentation
- Vendors must wear appropriate attire (**MUST WEAR SHIRTS, NO INAPPROPRIATE SLOGANS**)
- All food vendors must have an attractive preparation and clean serving area – food vendor personnel must handle food items under the same health rules and regulations required by the Health Department - vendors are responsible for the cleanup of all grease/food spillage at their booth/space - (DO NOT LEAVE GREASE/OIL OR POUR INTO PORTA-POTTIES)
- Each vendor/exhibitor is entirely responsible for their own property, exhibits, merchandise, and the exhibit space allotted and shall be liable for any loss, damages, or clean up to the premises (DO NOT LEAVE GREASE/OIL OR POUR INTO PORTA-POTTIES). If space isn't cleaned up accordingly, the deposit will not be refunded
- All vendor vehicles and equipment must be removed by noon the following day after event – all equipment left after this time will be disposed of accordingly unless prior arrangements have been made
- No pets, firearms, or outside alcoholic beverages are allowed – Coolers are subject to search
- Certain concessions are not permitted due to prior contractual obligations
- No vendor is guaranteed exclusive rights to sell a specific item, however, we work to limit the number of concessionaires selling the same/similar products
- Vendors are allowed to sell soda and water, but must be sold for a minimum of \$3 each for sodas/misc. and \$2 each for water
- *Raffles are not allowed unless pre-approved*
- Vendor/Exhibitors are not allowed to give away, or sell unauthorized items – *any attempt to sell or give away unauthorized items will result in removal from the fairgrounds and forfeiture of all fees paid*
- Exhibitors who violate guidelines will be asked to leave and be banned from participating in the event and possible future events and their deposit will not be refunded
- **Remember that everyone assisting you during these events is a volunteer – our volunteers work hard to make these events an enjoyable experience for everyone**
- Upon signing completed vendor application, exhibitor agrees to all of the listed guidelines, and assumes all risks and responsibilities for accidents, injuries or damages to person or property and agrees to indemnify and hold harmless the Hillsboro Community Civic Club, the event, their managers, board members, and event sponsors against any and all claims, liabilities, losses, theft, damage, costs and expenses (including attorney's fees) arising from, or in connection with, the exhibitor's participation in the show or from exhibitor's activities conducted upon Hillsboro Community Civic Club property
- *There will be overnight security during the Rodeo and Fair – other events will not have security. Rodeo has security on Friday night and Fair has security on Thursday, Friday, and Saturday nights.*

# Jefferson County Fairgrounds Events

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## IPRA Jefferson County Rodeo – June 12-13, 2026

**APPLICATION DEADLINE: APRIL 24, 2026** (your application will be added to a waitlist if submitted after this date)

**APPLICATIONS REVIEWED BY: MAY 1, 2026**

The Jefferson County Rodeo, recipient of the Platinum Buckle Award for multiple years, features rodeo competitions, live music on Friday and Saturday nights, a cutest cowboy and cowgirl contest, and mechanical bull. Vendors offer food, goods, and opportunities to display large items like vehicles and farm equipment.

*There is no carnival at the Rodeo.*

- Pay with check only – NO CASH
- Separate checks for each event required
- Separate checks for deposit required
- NSF checks will disqualify your application and vendor will be deemed ineligible to apply for, or participate in, any event for the remainder of the year

### Vendor Fees

Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: <b>\$200</b>	Each 10' X10' space: <b>\$100</b>	<b>\$30</b> – 110 service <b>\$40</b> – 220 service (very limited)	<b>\$100</b> – Returned the week following the event

### Hours of Operation

Date	Gates open	Gates closed	Required to stay open until
Friday, <b>June 12</b>	5:00 PM	1:00 AM	10:00 PM
Saturday, <b>June 13</b>	5:00 PM	1:00 AM	10:00 PM

Setup Date	Setup Times
Thursday, <b>June 11</b>	5:00 PM – 8:00 PM.
Friday, <b>June 12</b>	9:00 AM – 2:00 PM <ul style="list-style-type: none"> <li>• <b>FOOD VENDORS WILL BE CONTACTED THE WEEK BEFORE THE EVENT TO SCHEDULE SET UP TIME</b></li> <li>• All vendors must be checked in by 2PM on 6/12/26 unless prearranged.</li> <li>• All personal vehicles <b>MUST</b> be off of the Fairgrounds/midway by 3PM. No personal vehicles should be parked in the VIP Parking area.</li> </ul>
Saturday, <b>June 13</b>	<ul style="list-style-type: none"> <li>• All personal vehicles <b>MUST</b> be off of the Fairgrounds/midway by 3PM. No personal vehicles should be parked in the VIP Parking area.</li> </ul>

**Application for Rodeo on page 11-12 of this document.**

# Jefferson County Fairgrounds Events

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## July 4<sup>th</sup> Celebration/Fireworks – July 4, 2026

**APPLICATION DEADLINE: MAY 15, 2026** (your application will be added to a waitlist if submitted after this date)

**APPLICATIONS REVIEWED BY: MAY 22, 2026**

Our July 4th Celebration features free fireworks and limited vendor spots. We prioritize food, snacks, frozen treats, glow toys, face painting, and games. Pony rides and a DJ are typically available in the RWZ pavilion. Vendors are expected to remain open until dusk when the fireworks start.

*There is no carnival at this event.*

- **Pay with check only – NO CASH**
- **Separate checks for each event required**
- **Separate checks for deposit required**
- **NSF checks will disqualify your application and vendor will be deemed ineligible to apply for, or participate in, any event for the remainder of the year**

Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: <b>\$75</b>	Each 10' X10' space: <b>\$35</b>	<b>\$15</b> – 110 service <b>\$20</b> – 220 service (very limited)	<b>\$50</b> – Returned the week following the event

### Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Saturday, July 4	6:00 PM	11:00 PM	9:00 PM

Setup Date	Setup Times
Saturday, July 4	3:00 PM – 5:00 PM <ul style="list-style-type: none"> <li>• <b>FOOD VENDORS WILL BE CONTACTED THE WEEK BEFORE THE EVENT TO SCHEDULE SET UP TIME</b></li> <li>• All personal vehicles <b>MUST</b> be off of the Fairgrounds/midway by 5PM</li> <li>• Vendor can't leave the grounds until the crowd disperses</li> </ul>

**Application for July 4<sup>th</sup> Celebration on page 13-14 of this document.**

# Jefferson County Fairgrounds Events

## Jefferson County Fair – July 23-26, 2026

**APPLICATION DEADLINE: JUNE 5, 2026** (your application will be added to a waitlist if submitted after this date)

**APPLICATIONS REVIEWED BY: JUNE 19, 2026**

This exciting four-day event features a Friday night concert on the main stage, along with musical performances in the RWZ Pavilion and patio on Thursday, Friday, and Saturday evenings. Motor events will take place in the STL Diesel arena each day of the Fair. There are plenty of attractions, including Tyke Town for small children, 4H exhibits, Kid’s Day, pig races, a cattle auction, and much more. Every year, thousands of visitors attend to enjoy a wide range of events, goods and delicious food.

*There is a carnival at the Fair.*

- **VENDORS FOR THE FAIR MUST COMMIT TO ALL FOUR DAYS OF THE FAIR**
- **Pay with check only – NO CASH**
- **Separate checks for each event required**
- **Separate checks for deposit required**
- **NSF checks will disqualify your application and vendor will be deemed ineligible to apply for, or participate in, any event for the remainder of the year**

Booth Space	Additional Space	Electric	Deposit
10’ X 10’ Booth Space: <b>\$400</b>	Each 10’ X10’ space: <b>\$200</b>	<b>\$50</b> – 110 service <b>\$75</b> – 220 service (very limited)	<b>\$100</b> – Returned the week following the event

### Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Thursday, July 23	5:00 PM	11:00 PM	10:00 PM
Friday, July 24	5:00 PM	1:00 AM	10:00 PM
Saturday, July 25	4:00 PM	1:00 AM	10:00 PM
Sunday, July 26	3:00 PM	9:00 PM	7:00 PM

Setup Date	Setup Times
Wednesday, July 22	5:00 PM – 8:00 PM
Thursday, July 23	9:00 AM – 2:00 PM

- **FOOD VENDORS WILL BE CONTACTED THE WEEK BEFORE THE EVENT TO SCHEDULE SET UP TIME**
- All vendors must be checked in by 2PM on 7/23/26 unless prearranged.
- All personal vehicles **MUST** be off of the Fairgrounds/midway by 3PM. No personal vehicles should be parked in the VIP Parking area.

**Application for Fair on page 15-16 of this document.**

# Jefferson County Fairgrounds Events

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## Good Ol' Truck & Tractor Pull – August 22, 2026

**APPLICATION DEADLINE: JULY 10, 2026** (your application will be added to a waitlist if submitted after this date)

**APPLICATIONS REVIEWED BY: JULY 17, 2026**

This event features an old-fashioned Truck and Tractor Pull in the STL Diesel arena, open to local participants. There is also music in the pavilion, vendors offering merchandise, vehicle displays, and great food.

There will be a carnival at the Truck and Tractor Pull.

- Pay with check only – NO CASH
- Separate checks for each event required
- Separate checks for deposit required
- NSF checks will disqualify your application and vendor will be deemed ineligible to apply for, or participate in, any event for the remainder of the year

Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: <b>\$100</b>	Each 10' X10' space: <b>\$50</b>	<b>\$15</b> – 110 service <b>\$20</b> – 220 service (very limited)	<b>\$100</b> – Returned the week following the event

### Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Saturday, August 22	4:00 PM	1:00 AM	10:00 PM

Setup Date	Setup Times
Saturday, August 22	9:00 AM – 2:00 PM. <ul style="list-style-type: none"> <li>• <b>FOOD VENDORS WILL BE CONTACTED THE WEEK BEFORE THE EVENT TO SCHEDULE SET UP TIME</b></li> <li>• All vendors must be checked in by 1PM on 8/22/26 unless prearranged.</li> <li>• All personal vehicles <b>MUST</b> be off of the Fairgrounds/midway by 2PM. No personal vehicles should be parked in the VIP Parking area.</li> </ul>

**Application for Truck Pull on page 17-18 of this document.**

# Jefferson County Fairgrounds Events

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## Hillsboro Horse Show & Fall Festival – October 10, 2026

**APPLICATION DEADLINE: AUGUST 28, 2026** (your application will be added to a waitlist if submitted after this date)

**APPLICATIONS REVIEWED BY: SEPTEMBER 4, 2026**

We're hosting a horse show and Fall Festival featuring equestrian activities, vendors with goods, horse tack, food, crafts, and space for large items like vehicles and farm equipment.

There is no carnival at the Horse Show/Festival.

- Pay with check only – NO CASH
- Separate checks for each event required
- Separate checks for deposit required
- NSF checks will disqualify your application and vendor will be deemed ineligible to apply for, or participate in, any event for the remainder of the year

Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: <b>\$75</b> <b>FOOD</b>	Each 10' X10' space: <b>\$40</b>	<b>\$15</b> – 110 service <b>\$20</b> – 220 service (very limited)	<b>\$100</b> – Returned the week following the event
Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: <b>\$50</b> <b>NON-FOOD</b>	Each 10' X10' space: <b>\$25</b>	<b>\$10</b> – 110 service <b>\$15</b> – 220 service (very limited)	<b>\$100</b> – Returned the week following the event
Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: <b>\$25</b> <b>HANDMADE ITEMS/CRAFTS</b>	Each 10' X10' space: <b>\$10</b>	<b>\$10</b> – 110 service <b>\$15</b> – 220 service (very limited)	<b>\$100</b> – Returned the week following the event

### Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Saturday, October 10	11:00 AM	6:00 PM	6:00 PM

Setup Date	Setup Times
Saturday, <b>October 10</b>	7:00 AM – 9:00 AM <ul style="list-style-type: none"> <li>• Vendors must be checked in by 9AM on 10/10/26 unless prearranged</li> <li>• All personal vehicles <b>MUST</b> be off of the Fairgrounds/midway by 10AM. No personal vehicles should be parked in the VIP Parking area</li> <li>• Vendors will pull onto the grounds, unload, then park on the south side of the Civic Center, then set up</li> </ul>

**Application for Horse Show/Festival on page 19-20 of this document.**

# Jefferson County Fairgrounds Events

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## WWII Weekend/Living History – October 17-18, 2026

**APPLICATION DEADLINE: AUGUST 28, 2026** (your application will be added to a waitlist if submitted after this date)

**APPLICATIONS REVIEWED BY: SEPTEMBER 4, 2026**

**This event is for FOOD VENDORS ONLY!**

The 2nd Rangers Infantry Battalion of St. Louis coordinates this event, which features battle reenactments and Living History displays.

*There is no carnival at this event.*

- **Pay with check only – NO CASH**
- **Separate checks for each event required**
- **Separate checks for deposit required**
- **NSF checks will disqualify your application and vendor will be deemed ineligible to apply for, or participate in, any event for the remainder of the year**

Booth Space	Additional Space	Electric	Deposit
10' X 10' Booth Space: \$50	Each 10' X10' space: \$10	<b>\$15</b> – 110 service <b>\$20</b> – 220 service (very limited)	<b>\$50 – Returned the week following the event</b>

### Hours of operation

Date	Gates open	Gates closed	Required to stay open until
Saturday, <b>October 17</b>	9:00 AM	5:00 PM	5:00 PM
Sunday, <b>October 18</b>	10:00 AM	3:00 PM	3:00 PM

Setup Date	Setup Times
Friday, <b>October 16</b>	6:00 PM – 9:00 PM <b>Vendors can't check in during the day – there is another event happening at this location</b>
Saturday, <b>October 17</b>	7:00 AM – 9:00 AM <b>All personal vehicles MUST be off the Fairgrounds/midway by 9:00 AM</b>

**Application for WWII event on page 21-22 of this document.**

# Jefferson County Rodeo – June 12-13, 2026

## Vendor/Exhibitor Application - **DEADLINE APRIL 24, 2026**

Company Name:	
Contact Person Name:	
Street Address:	City, State, Zip:
Phone: <i>(required)</i> Emergency Phone:	Email Address: <i>(required)</i>
Type of business <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other _____	
<p><b>LIST ALL SALE ITEMS. No vendor is guaranteed exclusive rights to any item. We limit duplicate products and allow soda and water sales at minimum prices of \$3 (soda/misc.) and \$2 (water). Food vendors must attach a menu, and only approved items may be sold. Include extra details if necessary.</b></p>          	
<input type="checkbox"/> Pop-Up/Canopy <input type="checkbox"/> Trailer <input type="checkbox"/> Food Truck <input type="checkbox"/> Other: _____	
<b>Pictures of your set up are REQUIRED.</b> I have included pictures: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If selling food, attaching menu is REQUIRED.</b> I have included menu: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If trailer/food truck, which side to you serve from: <input type="checkbox"/> Driver's Side <input type="checkbox"/> Passenger Side	
Electrical hook up needed? 110 or 220 ( <b>50 amp RV plugs required for 220</b> ) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>BRING YOUR OWN CORDS - NO GENERATORS UNLESS PRE-APPROVED!</b> <input type="checkbox"/> 110 <input type="checkbox"/> 220 (VERY LIMITED)	

Payment		
One 10'X10' Space (\$200 each) <b>MEASURE YOUR EQUIPMENT INCLUDING HITCH</b>	Space Fee Total	\$200
Additional Spaces needed # _____ (\$100 each)	Additional Space Fee Total	\$
Electrical Power (\$30 for 110, \$40 for 220 – very limited)	Electrical Power Fee Total	\$
<b>Payment due in full upon submitting application – NO REFUNDS</b>	<b>Total Amount Due</b>	<b>\$</b>

**CHECKS ONLY are accepted for each event separately – SEPARATE CHECK, NO CASH, FOR \$100 DEPOSIT REQUIRED.** Checks should be made out to Hillsboro Community Civic Club and mailed to HCCC – Attn: Tammy Valencia, PO Box 148, Hillsboro, MO 63050. **NSF checks will disqualify your application and vendor will be deemed ineligible to apply for, or participate in, any event for the remainder of the year**

*Please continue to fill out the application for the Rodeo on the next page.*

# Jefferson County Rodeo – June 12-13, 2026

## Vendor/Exhibitor Application – Page 2

- I agree to all of the terms and guidelines presented by HCCC for this event. I understand that if I do not follow all vendor guidelines, my fees and deposit will not be refunded, and I cannot participate in events for the remainder of the year.
- I am interested in receiving information about becoming a sponsor.
- If my application is not initially approved, I would like to be put on the vendor waiting list.

Signature	Date
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### *Office Use Only – Attention Tammy*

Date application received: \_\_\_\_\_ By:  Email  Mail  Drop Off

Date entered in Vendor spreadsheet: \_\_\_\_\_ Date email confirmation sent: \_\_\_\_\_

- Application received after deadline – placed on waiting list
- Interested in sponsorship information – Date sent: \_\_\_\_\_

#### Deposit/Fees

- Deposit received  Affirmed appropriate payment
- Paid in full – Check #: \_\_\_\_\_  Fee deposited – Date: \_\_\_\_\_
- Sent deposit check back – Date: \_\_\_\_\_
- Kept deposit – Reason: \_\_\_\_\_

#### Approval/Decline

- Approved – Date email confirmation sent: \_\_\_\_\_
- Declined – Date email confirmation sent: \_\_\_\_\_
- Initially Declined – Date placed on waiting list: \_\_\_\_\_

**Total number of spaces needed:** \_\_\_\_\_

**Additional information:**

**Application processed by:** \_\_\_\_\_



# July 4<sup>th</sup> Celebration – July 4, 2026

## Vendor/Exhibitor Application – Page 2

- I agree to all of the terms and guidelines presented by HCCC for this event. I understand that if I do not follow all vendor guidelines, my fees and deposit will not be refunded, and I cannot participate in events for the remainder of the year.
- I am interested in receiving information about becoming a sponsor.
- If my application is not initially approved, I would like to be put on the vendor waiting list.

Signature	Date
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### *Office Use Only – Attention Tammy*

Date application received: \_\_\_\_\_ By:  Email  Mail  Drop Off

Date entered in Vendor spreadsheet: \_\_\_\_\_ Date email confirmation sent: \_\_\_\_\_

- Application received after deadline – placed on waiting list
- Interested in sponsorship information – Date sent: \_\_\_\_\_

#### Deposit/Fees

- Deposit received  Affirmed appropriate payment
- Paid in full – Check #: \_\_\_\_\_  Fee deposited – Date: \_\_\_\_\_
- Sent deposit check back – Date: \_\_\_\_\_
- Kept deposit – Reason: \_\_\_\_\_

#### Approval/Decline

- Approved – Date email confirmation sent: \_\_\_\_\_
- Declined – Date email confirmation sent: \_\_\_\_\_
- Initially Declined – Date placed on waiting list: \_\_\_\_\_

**Total number of spaces needed:** \_\_\_\_\_

**Additional information:**

**Application processed by:** \_\_\_\_\_

# Jefferson County Fair – July 23-26, 2026

## Vendor/Exhibitor Application - **DEADLINE JUNE 5, 2026**

Company Name:	
Contact Person Name:	
Street Address:	City, State, Zip:
Phone: <i>(required)</i> Emergency Phone:	Email Address: <i>(required)</i>
Type of business <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other _____	
<p><b>LIST ALL SALE ITEMS. No vendor is guaranteed exclusive rights to any item. We limit duplicate products and allow soda and water sales at minimum prices of \$3 (soda/misc.) and \$2 (water). Food vendors must attach a menu, and only approved items may be sold. Include extra details if necessary.</b></p>          	
<input type="checkbox"/> Pop-Up/Canopy <input type="checkbox"/> Trailer <input type="checkbox"/> Food Truck <input type="checkbox"/> Other: _____	
<b>Pictures of your set up are REQUIRED.</b> I have included pictures: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If selling food, attaching menu is REQUIRED.</b> I have included menu: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If trailer/food truck, which side to you serve from: <input type="checkbox"/> Driver's Side <input type="checkbox"/> Passenger Side	
Electrical hook up needed? 110 or 220 ( <b>50 amp RV plugs required for 220</b> ) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>BRING YOUR OWN CORDS - NO GENERATORS UNLESS PRE-APPROVED!</b> <input type="checkbox"/> 110 <input type="checkbox"/> 220 (VERY LIMITED)	

Payment			
10'X10' Space (\$400 each)	<b>MEASURE YOUR EQUIPMENT INCLUDING HITCH</b>	Space Fee Total	\$400
Additional Spaces needed # _____ (\$200 each)		Additional Space Fee Total	\$
Electrical Power (\$50 for 110 and \$75 for 220 - limited)		Electrical Power Fee Total	\$
<b>Payment due in full upon submitting application – NO REFUNDS</b>		<b>Total Amount Due</b>	\$

**CHECK ONLY are accepted for each event separately – SEPARATE CHECK, NO CASH, FOR \$100 DEPOSIT REQUIRED.** Checks should be made out to Hillsboro Community Civic Club and mailed to HCCC – Attn: Tammy Valencia, PO Box 148, Hillsboro, MO 63050. **NSF checks will disqualify your application and vendor will be deemed ineligible to apply for, or participate in, any event for the remainder of the year**

***Please continue to fill out the application for the Fair on the next page.***

# Jefferson County Fair – July 23-26, 2026

## Vendor/Exhibitor Application – Page 2

- I agree to all of the terms and guidelines presented by HCCC for this event. I understand that if I do not follow all vendor guidelines, my fees and deposit will not be refunded, and I cannot participate in events for the remainder of the year.
- I am interested in receiving information about becoming a sponsor.
- If my application is not initially approved, I would like to be put on the vendor waiting list.

Signature	Date
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### *Office Use Only – Attention Tammy*

Date application received: \_\_\_\_\_ By:  Email  Mail  Drop Off

Date entered in Vendor spreadsheet: \_\_\_\_\_ Date email confirmation sent: \_\_\_\_\_

- Application received after deadline – placed on waiting list
- Interested in sponsorship information – Date sent: \_\_\_\_\_

#### Deposit/Fees

- Deposit received  Affirmed appropriate payment
- Paid in full – Check #: \_\_\_\_\_  Fee deposited – Date: \_\_\_\_\_
- Sent deposit check back – Date: \_\_\_\_\_
- Kept deposit – Reason: \_\_\_\_\_

#### Approval/Decline

- Approved – Date email confirmation sent: \_\_\_\_\_
- Declined – Date email confirmation sent: \_\_\_\_\_
- Initially Declined – Date placed on waiting list: \_\_\_\_\_

Total number of spaces needed: \_\_\_\_\_

#### Additional information:

Application processed by: \_\_\_\_\_

# Good Ol' Truck & Tractor Pull – August 22, 2026

## Vendor/Exhibitor Application - **DEADLINE JULY 10, 2026**

Company Name:	
Contact Person Name:	
Street Address:	City, State, Zip:
Phone: <i>(required)</i> Emergency Phone:	Email Address: <i>(required)</i>
Type of business <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other _____	
<p><b>LIST ALL SALE ITEMS. No vendor is guaranteed exclusive rights to any item. We limit duplicate products and allow soda and water sales at minimum prices of \$3 (soda/misc.) and \$2 (water). Food vendors must attach a menu, and only approved items may be sold. Include extra details if necessary.</b></p>          	
<input type="checkbox"/> Pop-Up/Canopy <input type="checkbox"/> Trailer <input type="checkbox"/> Food Truck <input type="checkbox"/> Other: _____ <b>Pictures of your set up are REQUIRED.</b> I have included pictures: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If selling food, attaching menu is REQUIRED.</b> I have included menu: <input type="checkbox"/> Yes <input type="checkbox"/> No If trailer/food truck, which side to you serve from: <input type="checkbox"/> Driver's Side <input type="checkbox"/> Passenger Side	
Electrical hook up needed? 110 or 220 ( <b>50 amp RV plugs required for 220</b> ) <input type="checkbox"/> Yes <input type="checkbox"/> No <b>BRING YOUR OWN CORDS - NO GENERATORS UNLESS PRE-APPROVED!</b> <input type="checkbox"/> 110 <input type="checkbox"/> 220 ( <b>VERY LIMITED</b> )	

Payment		
10'X10' Space (\$100)	Space Fee Total	\$100
Additional Spaces needed # _____ (\$50)	Additional Space Fee Total	\$
Electrical Power (\$15 for 110 and \$20 for 220 - limited)	Electrical Power Fee Total	\$
<b>Payment due in full upon submitting application – NO REFUNDS</b>	<b>Total Amount Due</b>	<b>\$</b>

**CHECK ONLY are accepted for each event separately – SEPARATE CHECK, NO CASH, FOR \$100 DEPOSIT REQUIRED.** Checks should be made out to Hillsboro Community Civic Club and mailed to HCCC – Attn: Tammy Valencia, PO Box 148, Hillsboro, MO 63050. **NSF checks will disqualify your application and vendor will be deemed ineligible to apply for, or participate in, any event for the remainder of the year**

***Please continue to fill out the application for the Truck Pull on the next page.***

# Good Ol' Truck & Tractor Pull – August 22, 2026

## Vendor/Exhibitor Application – Page 2

- I agree to all of the terms and guidelines presented by HCCC for this event. I understand that if I do not follow all vendor guidelines, my fees and deposit will not be refunded, and I cannot participate in events for the remainder of the year.
- I am interested in receiving information about becoming a sponsor.
- If my application is not initially approved, I would like to be put on the vendor waiting list.

Signature	Date
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### *Office Use Only – Attention Tammy*

Date application received: \_\_\_\_\_ By:  Email  Mail  Drop Off

Date entered in Vendor spreadsheet: \_\_\_\_\_ Date email confirmation sent: \_\_\_\_\_

- Application received after deadline – placed on waiting list
- Interested in sponsorship information – Date sent: \_\_\_\_\_

#### Deposit/Fees

- Deposit received  Affirmed appropriate payment
- Paid in full – Check #: \_\_\_\_\_  Fee deposited – Date: \_\_\_\_\_
- Sent deposit check back – Date: \_\_\_\_\_
- Kept deposit – Reason: \_\_\_\_\_

#### Approval/Decline

- Approved – Date email confirmation sent: \_\_\_\_\_
- Declined – Date email confirmation sent: \_\_\_\_\_
- Initially Declined – Date placed on waiting list: \_\_\_\_\_

**Total number of spaces needed:** \_\_\_\_\_

**Additional information:**

**Application processed by:** \_\_\_\_\_

# Hillsboro Horse Show & Fall Festival – October 10, 2026

## Vendor/Exhibitor Application - **DEADLINE AUGUST 28, 2026**

Company Name:	
Contact Person Name:	
Street Address:	City, State, Zip:
Phone: <i>(required)</i> Emergency Phone:	Email Address: <i>(required)</i>
Type of business <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other _____	
<p><b>LIST ALL SALE ITEMS. No vendor is guaranteed exclusive rights to any item. We limit duplicate products and allow soda and water sales at minimum prices of \$3 (soda/misc.) and \$2 (water). Food vendors must attach a menu, and only approved items may be sold. Include extra details if necessary.</b></p>          	
<input type="checkbox"/> Pop-Up/Canopy <input type="checkbox"/> Trailer <input type="checkbox"/> Food Truck <input type="checkbox"/> Other: _____	
<b>Pictures of your set up are REQUIRED.</b> I have included pictures: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>If selling food, attaching menu is REQUIRED.</b> I have included menu: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If trailer/food truck, which side to you serve from: <input type="checkbox"/> Driver's Side <input type="checkbox"/> Passenger Side	
Electrical hook up needed? 110 or 220 ( <b>50 amp RV plugs required for 220</b> ) <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>BRING YOUR OWN CORDS - NO GENERATORS UNLESS PRE-APPROVED!</b> <input type="checkbox"/> 110 <input type="checkbox"/> 220 (VERY LIMITED)	

Payment		
10'X10' Space (\$75 Food, \$50 Non-food, \$25 Handmade Items)	Space Fee Total	\$
Additional Spaces needed # _____ (\$40 Food, \$25 Non-food, \$10 Handmade)	Additional Fee	\$
Electrical (FOOD - \$15 for 110 & \$20 for 220, NON-FOOD - \$10 for 110 & \$15 for 220 – limited)	Electrical Fee Total	\$
<b>Payment due in full upon submitting application – NO REFUNDS</b>	<b>Total Amount Due</b>	<b>\$</b>

**CHECK ONLY are accepted for each event separately – SEPARATE CHECK, NO CASH, FOR \$100 DEPOSIT REQUIRED.** Checks should be made out to Hillsboro Community Civic Club and mailed to HCCC – Attn: Tammy Valencia, PO Box 148, Hillsboro, MO 63050. **NSF checks will disqualify your application and vendor will be deemed ineligible to apply for, or participate in, any event for the remainder of the year**

*Please continue to fill out the application for the Horse Show/Festival on the next page.*

# Hillsboro Horse Show & Fall Festival – October 10, 2026

## Vendor/Exhibitor Application – Page 2

- I agree to all of the terms and guidelines presented by HCCC for this event. I understand that if I do not follow all vendor guidelines, my fees and deposit will not be refunded, and I cannot participate in events for the remainder of the year.
- I am interested in receiving information about becoming a sponsor.
- If my application is not initially approved, I would like to be put on the vendor waiting list.

Signature	Date
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***Office Use Only – Attention Tammy***

Date application received: \_\_\_\_\_ By:  Email  Mail  Drop Off

Date entered in Vendor spreadsheet: \_\_\_\_\_ Date email confirmation sent: \_\_\_\_\_

- Application received after deadline – placed on waiting list
- Interested in sponsorship information – Date sent: \_\_\_\_\_

**Deposit/Fees**

- Deposit received  Affirmed appropriate payment
- Paid in full – Check #: \_\_\_\_\_  Fee deposited – Date: \_\_\_\_\_
- Sent deposit check back – Date: \_\_\_\_\_
- Kept deposit – Reason: \_\_\_\_\_

**Approval/Decline**

- Approved – Date email confirmation sent: \_\_\_\_\_
- Declined – Date email confirmation sent: \_\_\_\_\_
- Initially Declined – Date placed on waiting list: \_\_\_\_\_

**Total number of spaces needed:** \_\_\_\_\_

**Additional information:**

**Application processed by:** \_\_\_\_\_

# WWII Weekend/Living History – October 17-18, 2026

## Vendor/Exhibitor Application - **DEADLINE AUGUST 28, 2026**

Company Name:	
Contact Person Name:	
Street Address:	City, State, Zip:
Phone: <i>(required)</i> Emergency Phone:	Email Address: <i>(required)</i>
Type of business <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Informational <input type="checkbox"/> Other _____	
<b>FOOD VENDORS ONLY! LIST ALL SALE ITEMS. No vendor is guaranteed exclusive rights to any item. We limit duplicate products and allow soda and water sales at minimum prices of \$3 (soda/misc.) and \$2 (water). Food vendors must attach a menu, and only approved items may be sold. Include extra details if necessary.</b>	
<input type="checkbox"/> Pop-Up/Canopy <input type="checkbox"/> Trailer <input type="checkbox"/> Food Truck <input type="checkbox"/> Other: _____ <b>Pictures of your set up are REQUIRED.</b> I have included pictures: <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If selling food, attaching menu is REQUIRED.</b> I have included menu: <input type="checkbox"/> Yes <input type="checkbox"/> No If trailer/food truck, which side to you serve from: <input type="checkbox"/> Driver's Side <input type="checkbox"/> Passenger Side	
Electrical hook up needed? 110 or 220 ( <b>50 amp RV plugs required for 220</b> ) <input type="checkbox"/> Yes <input type="checkbox"/> No <b>BRING YOUR OWN CORDS - NO GENERATORS UNLESS PRE-APPROVED!</b> <input type="checkbox"/> 110 <input type="checkbox"/> 220 (VERY LIMITED)	

Payment		
10'X10' Space (\$50)	Space Fee Total	\$50
Additional Spaces needed # _____ (\$10)	Additional Fee	\$
Electrical (\$15 for 110 & \$20 for 220 – limited)	Electrical Fee Total	\$
<b>Payment due in full upon submitting application – NO REFUNDS</b>	<b>Total Amount Due</b>	<b>\$</b>

**CHECK ONLY** are accepted for each event separately – SEPARATE CHECK, NO CASH, FOR \$100 DEPOSIT REQUIRED. Checks should be made out to Hillsboro Community Civic Club and mailed to HCCC – Attn: Tammy Valencia, PO Box 148, Hillsboro, MO 63050. **NSF checks will disqualify your application and vendor will be deemed ineligible to apply for, or participate in, any event for the remainder of the year**

**Please continue to fill out the application for the WWII event on the next page.**

# WWII Weekend/Living History – October 17-18, 2026

## Vendor/Exhibitor Application – Page 2

- I agree to all of the terms and guidelines presented by HCCC for this event. I understand that if I do not follow all vendor guidelines, my fees and deposit will not be refunded, and I cannot participate in events for the remainder of the year.
- I am interested in receiving information about becoming a sponsor.
- If my application is not initially approved, I would like to be put on the vendor waiting list.

Signature	Date
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***Office Use Only – Attention Tammy***

Date application received: \_\_\_\_\_ By:  Email  Mail  Drop Off

Date entered in Vendor spreadsheet: \_\_\_\_\_ Date email confirmation sent: \_\_\_\_\_

- Application received after deadline – placed on waiting list
- Interested in sponsorship information – Date sent: \_\_\_\_\_

**Deposit/Fees**

- Deposit received  Affirmed appropriate payment
- Paid in full – Check #: \_\_\_\_\_  Fee deposited – Date: \_\_\_\_\_
- Sent deposit check back – Date: \_\_\_\_\_
- Kept deposit – Reason: \_\_\_\_\_

**Approval/Decline**

- Approved – Date email confirmation sent: \_\_\_\_\_
- Declined – Date email confirmation sent: \_\_\_\_\_
- Initially Declined – Date placed on waiting list: \_\_\_\_\_

**Total number of spaces needed:** \_\_\_\_\_

**Additional information:**

**Application processed by:** \_\_\_\_\_